



IN PARTNERSHIP WITH THE  
**CITY & COUNTY OF HONOLULU**



**REQUEST FOR PROPOSALS  
FOR THE 2008  
COUNTY PRODUCT ENRICHMENT  
PROGRAM (CPEP)**

**DEADLINE TO APPLY:  
Friday, August 31, 2007, 4:30 p.m. HST**

Issued by:

Office of Economic Development  
Attn: Isaac Hokama  
Honolulu Hale – Room 306  
530 South King Street  
Honolulu, HI 96813  
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### Exhibits

2008 Application Form

Attachments

- A. Proposal Outline
- B. Sample Project Budget
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Progress Report Form

Final Report Form

Sample Final Financial Report Form

**REQUEST FOR PROPOSALS  
FOR THE 2008  
COUNTY PRODUCT ENRICHMENT PROGRAM**

**I. BACKGROUND**

**A. Introduction.**

The “Hawai‘i Tourism Strategic Plan: 2005-2015” (*TSP*) articulates the following vision developed through a community process involving Hawai‘i’s visitor industry stakeholders:

*By 2015, tourism in Hawai‘i will:*

- honor Hawai‘i’s people and heritage;*
- value and perpetuate Hawai‘i’s natural and cultural resources;*
- engender mutual respect among all stakeholders;*
- support a vital and sustainable economy; and*
- provide a unique, memorable and enriching visitor experience.*

One of the nine (9) strategic initiatives identified as essential to attaining this vision was “Tourism Product Development.” Among the critical issues affecting Hawai‘i’s tourism product noted in the *TSP* were the following:

- *Visitors, especially repeat visitors, want unique, diverse and quality experiences.*
- *Visitors seek cultural and authentic experiences as well as interaction with community-based events.*
- *Visitors are focusing on specific interests and products in their destination planning decisions.*

The goal for this initiative is: “To provide a diverse and quality tourism product unique to Hawai‘i that enhances the Hawai‘i visitor experience and enriches residents' quality of life.” One of the objectives is to: “Support the development of new, and strengthen existing experiential visitor activities and products.” And, one of the strategies specified for this initiative is the continuation of the Product Enrichment Program (PEP). The full plan document is available at [www.hawaiitourismauthority.org/pdf/tsp2005\\_2015\\_final.pdf](http://www.hawaiitourismauthority.org/pdf/tsp2005_2015_final.pdf).

**B. Objectives.**

The County is soliciting Product Enrichment Program proposals on behalf of the Hawai‘i Tourism Authority (HTA) that will meet the following objectives:

- Provide a year-round calendar of events, activities and experiences.
- Distribute events, activities and experiences throughout the County.
- Support the development of tourism activities in the six targeted niche areas of agriculture, culture, education, health and wellness, nature and technology (see following definitions).
- Provide a diverse range of “value-added” experiences.

- Provide venues for increased resident-visitor interaction.
- Support community-based tourism initiatives.
- Foster public-private sector partnerships.
- Support HTA's goal of increasing visitor expenditures and length of stay.

### C. **Definitions.**

**Agri Tourism:** Tourism related to experiencing and appreciating agricultural products, settings, and lifestyles.

**Cultural Tourism:** Tourism related to Hawai'i's host and multi-ethnic cultures that provide residents and visitors with enriching experiences and insights into the history, customs, art and traditions of our islands.

**Eco Tourism:** Tourism related to experiencing Hawai'i's natural attractions, unique flora, fauna, and culture in a manner which is ecologically responsible, economically sustainable, and encourages the well-being of the local community, and is infused with the spirit of *aloha 'aina*.

**Edu Tourism:** Tourism related to formal and informal education and training in life-long learning experiences in Hawai'i's unique natural and multi-cultural environment.

**Health and Wellness Tourism:** Tourism related to the health and wellness industry, focusing on travel for the purpose of enhancing the wellness of the mind, body, and spirit of individuals, families and groups.

**Technology Tourism:** Tourism related to educating/informing visitors about Hawai'i's science and technology assets.

## II. **PROGRAM SPECIFICATIONS**

- A. **Eligible Applicant.** Any bona fide **non-profit organization** registered with the State of Hawai'i or federal government that meets the strategy, objectives and proposal conditions as outlined in the County Product Enrichment Program (CPEP) Information Packet, for a project to be held in the County.
- B. **Eligible Programs.** Programs must be undertaken and completed between January 1, 2008 and December 31, 2008. Proposed projects must fall under one of the targeted tourism niche areas: agriculture, culture, education, health and wellness, nature, or technology. Capital improvement projects, infrastructure development, sports activities, and business or organizational start-up plans will not be considered.
- C. **Budget.** The HTA has allocated \$500,000 to the County for the County Product Enrichment Program with up to 15% of the funds to be used to administer the program. However, it should be expressly understood that the actual amount allocated for this RFP is solely dependent on the

quality of the proposals received. The County reserves the right to not utilize the entire amount of funds allocated. Additionally, should Transient Accommodations Tax (TAT) revenues not match budgeted projections, the HTA and therefore the County reserves the right to re-allocate this budgeted amount.

- D. **Award Limits.** To ensure support for multiple programs throughout the County, applicants may request an award of no more than \$75,000.00.
- E. **Matching Funds Requirement.** There is a 1:1 minimum matching funds requirement to the amount of funds requested. Matching funds can be in the form of cash or a combination of cash and in-kind contributions. Matching funds, for the purpose of meeting the 1:1 requirement, shall not come from other state or county government sources, or the HTA's marketing contractors (including the Hawai'i Visitors and Convention Bureau or its chapters). Applicants awarded funding will need to provide the County with proof of matching funds sixty (60) days prior to project implementation.

Any contribution to the project other than cash is considered "in-kind" and may be considered as matching funds if included. This would include, but not be limited to, volunteer hours, supplies, or services contributed to the project. A reasonable dollar value must be attached to the in-kind contribution. Acceptable proof of matching funds includes, but is not limited to, a letter of commitment, copy of a check, receipts of deposit, bank statement, or a copy of an agreement between the contractor and another sponsor. A list of sponsors and/or in-kind contributions is not acceptable proof.

- F. **PROPOSALS ARE DUE BY 4:30 P.M., HAWAIIAN STANDARD TIME (HST), ON FRIDAY, AUGUST 31, 2007, AND SHALL BE DELIVERED TO THE FOLLOWING ADDRESS:**

**Office of Economic Development  
Attn: Isaac Hokama  
Honolulu Hale – Room 306  
530 South King Street  
Honolulu, HI 96813**

*No proposal in response to this RFP shall be considered if received after the stated due date and time.* Proposals must arrive via mail or courier service or be delivered in person by 4:30 p.m. HST to the above address in packaging of proposer's preference providing the organization's name and address are clearly printed on the outside. Applicants are cautioned to make and confirm prior arrangements to ensure timely delivery before the due date and time. An applicant shall assume full responsibility for timely delivery of the proposal to the County office as noted above. The County time clock shall serve as the official time. No exceptions will be considered for any proposal submitted after the due date and time.

- G. **No electronic submission of the proposal or any part in response to this RFP via internet, email, facsimile, or electronic transmission shall be accepted for evaluation.**

- H. **Evaluation Committee and Review Process.** Proposals will be evaluated by the CPEP Committee whose members are selected by the County and includes representatives of the county and the HTA as well as community representatives from throughout the County.
- I. **Technical Assistance Programs.** Applicants awarded funds through this RFP must agree to attend, at their own expense, HTA mandated training seminars.

### **III. PROJECT CRITERIA**

Proposals will be evaluated based on the following criteria:

#### Qualifications/Experience (25%)

- Depth and breadth of experience in performing similar work
- Level of integrity, reliability, and credibility of the organization
- Staff resources of contractor/sub-contractor including relevant expertise of individuals responsible for planning, developing and implementing proposed project or program

#### Demonstration of fiscal accountability (25%)

- As demonstrated through:
  - Financial statement
  - Budget, including past performance, if applicable

#### Proposal (50%)

- Project feasibility
- Ability to meet HTA's and the County's product enrichment strategy and objectives relative to, but not limited to, timing, location, niche market, and visitor impact
- Validity of project evaluation plan (Indicators)
- Project sustainability
- Degree of community support

### **IV. GENERAL PROVISIONS AND CONDITIONS**

- A. Proposal submissions in response to this RFP should be prepared simply and economically, providing a straightforward, concise description of the applicant's qualifications, proposed project and project benefits and outcomes. Emphasis should be on completeness and clarity of content. Colorful bindings, displays, promotional material, etc. are not encouraged.
- B. The HTA and the County are not responsible for any expenses that a respondent may incur in preparing and submitting a proposal.
- C. By submitting a proposal, the applicant acknowledges and agrees that HTA's and the County's

consideration, discussion, or disclosure of nonproprietary material for evaluation purposes by the HTA and the County shall not result in any liability on the part of the HTA and the County, including its board, staff, and/or agents, to the applicant or any third party or person. All responses prepared by a respondent under this RFP will be for the exclusive and deliberative use by the HTA and the County. Any submission received will become the property of the County and will not be returned to the respondent.

- D. This solicitation and any contract executed pursuant to this solicitation are subject to the availability of public funds and approval from required entities to enter into such contracts. The respondent acknowledges and agrees that the HTA and the County reserve the right to terminate this solicitation and any contract upon prior notice that the HTA and the County lack public funding affecting the ability to implement the funding priorities established, and that the contractor waives any claim for consequential and liquidated damages, if any, arising from said termination.
- E. The HTA and the County reserve the right to accept or reject any or all proposals and to waive any defects in said Solicitation if deemed to be in the best interest of the State, County and program. The HTA and the County further reserve the right to shorten or extend posted schedule dates when doing so is reasonably in the best interest of the State of Hawai‘i.
- F. An initial screening may take place immediately after the proposals are opened by a representative of the County. The initial screening process involves reviewing all submitted proposals for completeness, conformity, clarity and to see if all significant requirements of the Solicitation have been addressed. Proposals not meeting these minimum requirements may be rejected and dropped from further consideration.
- G. **Tax Clearance.** As a prerequisite to entering into a contract with the County and again to receive final payment, applicant shall immediately obtain a tax clearance certificate from the Hawai‘i Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) to the effect that all tax returns due have been filed, and all taxes, interest, and penalties levied against the applicant or accrued have been paid.
  - 1. It is recommended that the “Tax Clearance Application” be submitted to the DOTAX as soon as possible as the request may take 21 calendar days to process.
  - 2. The “Tax Clearance Application, Form A-6” may be obtained at the District Offices in Hawai‘i of the DOTAX. The tax clearance application may also be obtained, completed, and submitted on-line through the DOTAX website at <http://www.state.hi.us/tax/alphalist.html#a>. The application for a tax clearance is the sole responsibility of the applicant and must be submitted directly to the DOTAX. However, the original and completed tax clearance certificate shall be submitted to the County. Applicant should request a clearance for a “County contract” to ensure both the DOTAX and IRS clearance stamps are issued
  - 3. Online clearance may be acceptable for those applicants who meet the requirements of the DOTAX for this method of clearance certification.
- H. **Public Disclosure.** Upon execution of the written contract, all documents submitted by the

respondent and maintained by the County shall be subject to public inspection and copying under Hawai‘i’s Uniform Information Practices Act (Modified) provided in chapter 92F, Hawai‘i Revised Statutes; provided that, any confidential commercial or proprietary information may be withheld. Respondent should identify and clearly mark the documents containing any confidential commercial or proprietary information in the manner previously discussed herein.

- I. **Compliance with Law.** In addition to any statutory laws described or incorporated herein, respondents shall comply with any and all applicable State, County, and Federal statutes, regulations, codes, directives, and guidelines related to the performance of the contract, including any statutory law related to contracting with the State of Hawai‘i.
- J. The terms and conditions shall be set forth in the award. If the terms are not agreeable to the successful proposer and if no agreement can be reached by both parties, the award may be dissolved without penalty to either party.
- K. **Campaign contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, Hawai‘i Revised Statutes, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

## V. **TIMELINE**

The following is the estimated timeline for this RFP process:

- July 16: RFP Application Period Opens.
- August 31: Deadline to submit proposals to the County (4:30 p.m. HST).
- Mid-September: Review and discussion of proposals by the CPEP Committee to select awardees.
- September 30: Scheduled date for award letters to be issued and contracting process to begin.

## VI. **FREQUENTLY ASKED QUESTIONS**

### 1. *Who can apply?*

Any bona fide **non-profit organization** registered with the State of Hawai‘i or federal government that meets the strategy, objectives and proposal conditions as outlined in the County Product Enrichment Program (CPEP) Information Packet, for a project to be held in the County.

### 2. *What types of projects will be considered?*

The Product Enrichment Program has funded many different types of projects—from one-day events to weeklong festivals, to ongoing programs. All projects and programs that meet the objectives and criteria of the Product Enrichment Program will be considered as long as they are undertaken and completed between January 1, 2008 and December 31, 2008.



Projects must relate to tourism enrichment activities, which for these purposes consist of all elements – physical, experiential and emotional – that contribute to a destination’s experience. This does not include manufactured products such as, but not limited to, videotapes, books or souvenirs. Capital improvement projects, infrastructure, sporting activities, and business or organizational start-up plans will **not** be considered.

For a listing of prior CPEP-funded projects, please see the Hawai‘i Tourism Authority (HTA) website at [www.hawaiiitourismauthority.org](http://www.hawaiiitourismauthority.org) (go to “What We Do – Product Development – PEP”).

Also, for information on other HTA programs which may be more appropriate for your project, please see the HTA website. Product Development Program activities are described under “What We Do – Product Development.”

**3. *What do we do for projects that occur on more than one island?***

If the same, or very similar, project is scheduled for multiple islands, the applicant should submit the proposal to one County only and clearly identify the islands on which the program will be held.

If the project occurs in more than one County, the County will refer the project to the Hawai‘i Tourism Authority (HTA) for consideration under their Statewide Product Enrichment Program (SPEP). The overall criteria are the same as for the CPEP.

However, in such a case, the proposal will be reviewed by selected HTA staff. If selected for an SPEP award, the contract will be directly with the HTA, and contract requirements will follow the State of Hawai‘i regulations for contracting. (Projects awarded funding through the CPEP are issued a contract with the County.)

In the CPEP review process, if it is determined that same or similar proposals have been submitted to more than one County as separate proposals, the HTA reserves the right to remove those proposals from the County process and request a revised, combined proposal from the applicant to be considered under the SPEP.

**4. *Can multiple proposals be submitted?***

Yes. Multiple proposals from an organization will be accepted and considered independently of each other. If multiple proposals are significantly different and meet the established criteria, and adequate funds are available, they may be funded.

**5. *Will another RFP be issued later in the year?***

Another RFP is not planned for at this time. However, the County may reserve a portion of the funds for use as new opportunities arise throughout the year. Funding for projects will be contingent upon the ability of the applicant to meet the criteria and objectives of the Product Enrichment Program, and on the availability of funding from the HTA.

**6. *How are payment schedules determined? What documentation is required for payment on the contract to be made?***

The payment schedule is negotiable after the contract is executed. For the payments to be processed, the contractor must submit a signed invoice and all deliverables required for the payment to be processed per the executed contract. The County is required to retain 20% of the approved funding for final payment to be made once the agreement has been fulfilled. For the final payment, additional deliverables include a final written report and final financial report on the forms provided (see attached exhibits), and samples of promotional efforts, if applicable. For the final payment on awards of \$25,000 or more, a current tax clearance certificate, issued within 60 days of the request for final payment with both state and federal clearance stamps, is also required.

**7. *What constitutes a valid tax clearance certificate and when do they need to be submitted?***

A tax clearance certificate with both the Hawai'i Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) stamps, indicating to the effect that all tax returns due have been filed, and all taxes, interest, and penalties levied against the applicant or accrued have been paid, is required at the time your proposal is submitted.

If your proposal is selected for funding, and your award is for \$25,000 or more, an updated tax clearance certificate may be required if the tax clearance certificate on file has expired. For purposes of contract execution, a tax clearance certificate is valid for six (6) months. Your failure to provide an acceptable tax clearance certificate in a timely manner will delay the execution of an award contract.

Another tax clearance certificate is required to process the final payment on a contract for \$25,000 or more. This certificate must have been issued within 60 days of the request for final payment to be considered valid.

## **VII. APPLICANT INSTRUCTIONS**

All of the following items must be submitted as part of the proposal package by 4:30 p.m. HST, on Friday, August 31, 2007, for the proposal to be considered. The proposal package must be clearly marked with the applicant's name and address, and include:

One (1) original (marked as such and including an original signature executed in ink, preferably in blue ink), and four (4) copies of the complete proposal. Proposals should be typed and double-spaced. Paper should be plain white, 8 ½" x 11"; the use of elaborate binders or presentation media is discouraged.

A complete proposal shall include:

1. Completed 2008 CPEP Application Form (see attached), signed and dated by an individual authorized to legally bind the applicant.
2. Detailed written description of the project in accordance with the attached Proposal Outline (see Attachment A).
3. Detailed budget for the project following the attached sample budget format (see Attachment B). Include all sources of income expected (CPEP funds requested, other cash, and in-kind values), and a detailed listing of expenses breaking out the CPEP request, other cash support expected, and in-kind support expected to complete the project.
4. Organization's most recent financial statement certified as to its accuracy by an officer of the organization. (Government entities are not required to submit this document.)
5. For other than first-time events, final financial report for the event in the most recently completed year.
6. Funding history for a recurring event or project, listing county and/or state funds received in previous years, if applicable.
7. For projects that have received CPEP funding in the past, a copy of the final report submitted for the most recently completed event.
8. A valid tax clearance certificate with both Hawai'i State Department of Taxation and Federal Internal Revenue Service clearance stamps. Please note that, if selected for funding, an updated certificate may be required if the submitted certificate has expired by the time of contract execution. (Government entities are not required to submit this document.)
9. A copy of the organization's by-laws, corporate resolutions or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization (see Attachment C). (Government entities are not required to submit this document.)

2008  
COUNTY PRODUCT ENRICHMENT  
PROGRAM (CPEP) EXHIBITS

**COUNTY PRODUCT ENRICHMENT PROGRAM  
APPLICATION FORM  
For Year 2008**

**APPLICANT INFORMATION:**

Organization (Full Legal Name) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Federal Taxpayer ID No. \_\_\_\_\_ State Taxpayer ID No. \_\_\_\_\_

Organization is a (check one): ☐ Non-profit entity ☐ Government entity  
☐ Other (please explain) \_\_\_\_\_

**This proposal is submitted for consideration under the HTA County Product Enrichment Program for the following niche market area (check only one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Agritourism (Agriculture)   | <input type="checkbox"/> Cultural Tourism        |
| <input type="checkbox"/> Eco Tourism (Nature)        | <input type="checkbox"/> Edu Tourism (Education) |
| <input type="checkbox"/> Health and Wellness Tourism | <input type="checkbox"/> Technology Tourism      |

**PROGRAM OVERVIEW (To be completed by all applicants):**

Program Title \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Total Estimated Budget: \$\_\_\_\_\_

Briefly describe your target audience (who are you hoping to attract as participants and/or who are you hoping to attract as attendees):

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**FOR FESTIVALS OR EVENTS ONLY:**

Event Date(s) \_\_\_\_\_

Event Location(s) \_\_\_\_\_

In 60 words or less, list and briefly describe **Major Elements** of the event (i.e., parade, arts and crafts sales, food sales, music and entertainment, etc.):

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**FOR ONGOING PROGRAMS ONLY:**

Program Start & End Dates \_\_\_\_\_

Program Location(s) \_\_\_\_\_

In 60 words or less, briefly describe the project:

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**CERTIFICATION: (*Unsigned proposals will not be accepted.*)**

The information contained in this application is true and correct to the best of my knowledge and belief. The document has been duly authorized by the governing body of the applicant organization.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## 2008 COUNTY PRODUCT ENRICHMENT PROGRAM PROPOSAL OUTLINE

*Please follow the outline provided below for your written proposal.*

### GENERAL BACKGROUND *(Maximum One Page)*

1. DESCRIPTION OF ORGANIZATION: Provide a brief history of the establishment, development, and accomplishments of the organization.
2. QUALIFICATIONS AND EXPERTISE: Describe the qualifications and expertise of the individuals responsible for implementing the project.

### PROJECT DESCRIPTION/HISTORY *(Maximum Four Pages)*

3. DESCRIPTION OF PROPOSED PROJECT: Provide an overview of the proposed project. Provide a work plan describing the activities/tasks you will undertake to implement the project.
4. TARGET AUDIENCES AND PROMOTIONAL PROGRAM: Describe your target audience(s) and how you plan to reach your targeted audience. Include a schedule of all promotional and advertising activities, if applicable.
5. COMMUNITY SUPPORT AND INVOLVEMENT: Discuss the need in the community for this project and its value to the community. Identify all entities that support or are directly involved in this project.
6. PROJECT SUSTAINABILITY: Describe how the project will be sustained on an ongoing basis.

### PROJECT IMPACT *(Maximum One Page)*

7. MEASURES OF SUCCESS: Describe the applicable accountability and performance measurements for all work to be performed in this project. How will you measure whether or not the proposed project was successful? What do you expect to be the benefits and outcomes of the project? These "indicators of success" should reflect measures that can be reliably and accurately attained, and that demonstrate a successful event/program as articulated in the proposal outline. While some measures may be qualitative, please provide detailed quantifiable values where possible. A **minimum of five (5)** different appropriate measures of success must be identified along with estimated projections or anticipated results for each measure.

Measures could include, but are not limited to:

- Total number of attendees (not including participants) to the event;
  - Total number of participants in the project;
  - Perpetuation of unique cultural tradition;
  - Number of attendees/participants from off-island;
  - Number of attendees/participants from out-of-state;
  - Education and awareness of visitors about Hawai'i's unique natural resources;
  - Total sales receipts of vendors/participants in the event;
  - Satisfaction levels of attendees; and/or
  - Estimated dollar value of media coverage.
8. For other than new projects, provide actual results from most currently available year (2006 or 2007). These past results do not necessarily have to match the measures and targets identified for 2008. *For projects that received HTA/CPEP funding in 2006 and/or 2007, these measures must be provided. Failure to provide this information may cause the proposal to be rejected and dropped from further consideration.*



**SAMPLE PROJECT BUDGET**

	<b>CASH</b>		<b>IN-KIND</b>	<b>TOTAL</b>
	<b>HTA/CPEP REQUEST</b>	<b>Other Sources</b>		
<b>Expenses</b>				
<i>Marketing</i>				
<i>Operating</i>				
<i>Administrative</i>				
<b>TOTAL EXPENSES</b>				

<b>Income</b>	<b>TOTAL HTA/CPEP REQUEST</b>	<b>TOTAL OTHER CASH</b>	<b>TOTAL IN-KIND</b>	<b>TOTAL</b>
HTA/County Product Enrichment				
(Name sponsor)				
(Name sponsor)				
(Name sponsor)				
(Name sponsor)				
Organization's Contribution				
<b>TOTAL INCOME</b>				

Marketing Expenses: This category includes advertising; promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.

Operating Expenses: This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County Product Enrichment funds are not approved to support general operating expenses of the organization itself.

Administrative Expenses: This category includes salaries/wages, taxes/benefits, and administrative fees. The targeted percentage for administrative expenses should not exceed 20% of the total amount requested from the County Product Enrichment Program.

SAMPLE CORPORATE RESOLUTION

**(Organization's Letterhead)**

**CORPORATE RESOLUTION**

I, **(Name)** \_\_\_\_\_, **(Title)** \_\_\_\_\_ of  
**(Organization Name)** \_\_\_\_\_,  
do hereby certify that the following is a full, true and correct copy of a resolution duly  
adopted by the Board of Directors of said Corporation, at its meeting duly called at  
**(Location & Address)** \_\_\_\_\_,  
on the \_\_\_\_\_ day of **(Month)** \_\_\_\_\_, **200**\_, at which a quorum was present and  
acting throughout; and that said resolution has not been modified, amended or rescinded  
and continues in full force and effect.

RESOLVED that the person(s) holding positions(s) of **(Name of Position(s))**  
\_\_\_\_\_, is/are hereby authorized to execute on behalf of the Corporation  
any bid, proposal or contract for services performed by the Corporation, and to execute  
any bond required by any such bid, proposal or contract with the State of Hawai'i or County  
or any department or sub-division of any of them.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporation seal of  
said **(Organization)** \_\_\_\_\_, this \_\_\_\_\_  
day of **(Month)** \_\_\_\_\_, **200**\_.

\_\_\_\_\_  
Signature & Title\*

\* Note: The Corporate Resolution is usually certified and signed by the secretary of the  
organization.

\_\_\_\_\_ to \_\_\_\_\_

- 1) Describe how HTA's County Product Enrichment Program's funds were used during the quarter in the development and implementation of the event/program.
- 2) Describe the status of the project and work completed since the prior reporting period.
- 3) Describe any major adjustments that have been necessitated or proposed.

4) Describe your next major steps for this project/program.

5) Attach copies of all news articles, advertisements, flyers, brochures, etc. available to date.

6) Additional Comments:

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Date)

**For Staff Use Only**

Date Received by County Office: \_\_\_\_\_

Progress Report Accepted by:

\_\_\_\_\_  
(County Product Enrichment Program Staff's Initial) (Date)

\_\_\_\_\_  
(County Product Enrichment Program Coordinator's Initial) (Date)



## GENERAL INFORMATION

- 1) Describe how HTA/County Product Enrichment Program's funds were used for the project/program.
- 2) Describe how the project met HTA's and County's objectives for the County Product Enrichment Program.

- 3) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this program. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.
- 4) Describe how this project/program could be improved.
- 5) Attach copies of all news articles, advertisements, flyers, brochures, etc.
- 6) Additional Comments:

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Date)

**For Staff Use Only**

Date Received by County Office: \_\_\_\_\_

Final Report Accepted by: \_\_\_\_\_  
(County Staff Initial) (Date)

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(HTA Staff Initial)

(Date)

# FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

CONTRACT NUMBER: \_\_\_\_\_

	CASH		IN-KIND	TOTAL
	HTA/CPEP AWARD	Other Sources		
<b>Expenses</b>				
<i>Marketing</i>				
<i>Operating</i>				
<i>Administrative</i>				
<b>TOTAL EXPENSES</b>				

Income	TOTAL HTA/CPEP AWARD	TOTAL OTHER CASH	TOTAL IN-KIND	TOTAL
HTA/County Product Enrichment				
(Name sponsor)	-			
(Name sponsor)	-			
(Name sponsor)	-			
(Name sponsor)	-			
Organization's Contribution	-			
<b>TOTAL INCOME</b>				

I hereby certify that all financial statements represented in this final report to the County relating to Contract/Agreement Number \_\_\_\_\_ (Agreement), are accurate and that funds allocated through the HTA/County Product Enrichment Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

\_\_\_\_\_  
Organization/Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_

\_\_\_\_\_



Date Signed

Title